

POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Elec Eng Technician III	OFFICE/BRANCH/SECTION DES/METS/ORMT	
WORKING TITLE Electrical Engineering Technician III	POSITION NUMBER 559-320-3626-xxx	EFFECTIVE DATE 4/20/2018

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Electrical Engineer (Supervisor) and under the general direction of a Transportation Engineer Electrical, the Electrical Engineering Technician III will perform quality assurance tests, design electrical and electronic test devices used to test transportation electrical devices in accordance with established standards, and prepare electronic layouts and schematic drawings using computerized CADD programs.

CORE COMPETENCIES:

As an Elec Eng Technician III, the incumbent is expected to develop the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, and Goals.

- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety and Health, Stewardship and EfficiencyOrganizational Excellence - Integrity, Teamwork, Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Stewardship and Efficiency, System Performance - Commitment, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment, Teamwork)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Stewardship and EfficiencyOrganizational Excellence - Integrity, Commitment, Teamwork)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety and Health, Stewardship and EfficiencyOrganizational Excellence - Teamwork)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Stewardship and Efficiency, Sustainability, Livability and Economy, Sustainability, Livability and Economy, Organizational Excellence - Integrity, Teamwork, Innovation)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Independently conduct quality assurance testing on all contractor-furnished transportation electrical devices, including generation of test reports to be submitted to both internal and external customers.
15%	E	Design quality assurance test methods and complex electrical and electronic test devices used to test all contractor-furnished transportation electrical devices in accordance with previously established standards and good design practice.
10%	E	Document and update test procedures, which will include preparation of complex electronic layouts and schematic drawings utilizing, computerized programs.
10%	E	Assist Engineer in the smooth management of the contractor-furnished QA program by maintaining orderly flow of incoming and outgoing materials for test, and by maintaining orderly and safe laboratory environment.
10%	M	Provide training for subordinate technicians and student assistants
5%	M	Assist Engineer to review, evaluate and purchase specialized test equipment needed to implement quality assurance test methods.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

ADA Notice

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess a current knowledge of electrical and electronic technology and design with the ability to utilize such knowledge in the above specific job assignment. Must have the ability to use a computer, work with databases, and do light computer programming. Must be capable of independent work and to maintain an organized laboratory environment. Must have the ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work, and to communicate effectively. The ability to apply sound judgment in test situations and the ability to analyze factors capable of affecting test results.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed or incomplete contract plans and estimates may result in added costs due to higher bid estimates or changes.

PUBLIC AND INTERNAL CONTACTS

Must be able to communicate both orally and written, with vendors, contractors, manufacturers, local agencies, and various State Personnel.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move test equipment and test materials that may require lifting up to 50 lbs.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office and laboratory under artificial lighting. Employee will be required to work with electrical/electronic equipment and components at a workbench or on a vehicle. Employee will be required to travel and work outdoors; may be exposed to dust, noise, uneven surfaces, weather extremes, hazardous heights, and confined spaces. Employee will be required to use appropriate safety gear equipment and components at a workbench or on a vehicle. Employee will also be required to use appropriate safety gear such as safety harnesses and respirators. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE